



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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February 6, 2018 Sent via e- mail

Dear Ms. Santos-Bourne:

Thank you for contacting the Office of Government Information Services (OGIS). We are a Freedom of Information Act (FOIA) resource for the public and the government. Congress created OGIS to serve as the Federal FOIA Ombudsman. Our jurisdiction is limited to assisting with the FOIA process, and to work with Federal agencies and requesters to resolve FOIA disputes.

An OGIS facilitator will review your submission and determine whether and what assistance we are able to provide. An increase in demand for our services means there may be a delay in our response. We apologize for any inconvenience this may cause, and will address your request for assistance as soon as possible.

If you have reached the stage in the agency's FOIA process where the agency has informed you that you are able to file an appeal, we strongly encourage you to do so. OGIS works in conjunction with the FOIA administrative process, but is not a substitute or replacement for the appeals process. By filing an appeal, you preserve your administrative rights and give the agency a chance to look at the request anew and carefully review and reconsider every part of the initial response. If we are able to assist you in resolving your dispute with the agency, you may withdraw your FOIA appeal at any time.

We look forward to assisting you.

Sincerely,

The OGIS Staff

OFFICE OF GOVERNMENT INFORMATION SERVICES

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